

**Department of Commerce  
National Oceanic and Atmospheric Administration  
Fiscal Year 2001**

**Documents to be provided by Client (PBC) – Interim**

	<b>Documents to be provided</b>	<b>Date Requested</b>	<b>Date Received</b>	<b>Contact Person</b>
	<b>Environmental Stewardship</b>			
1.	List of all environmental liabilities as of April 30, 2001.	6/04/01	6/06/01	Bernie Denno
2.	Environmental Project List at April 30, 2001.	6/04/01	6/06/01	Bernie Denno
3.	Listing of audits performed through April 30, 2001.	6/04/01	6/06/01	Bernie Denno
4.	Listing of any external reports issued concerning NOAA's liability related to an environmental hazard.	6/04/01	6/06/01	Bernie Denno
	<b>Financial Management: Funds Balance with Treasury</b>			
5.	<i>Statement of Transactions</i> (SF 224) for each agency location code (ALC) for April 2001.	6/04/01	5/24/01	Nancy Eadie
6.	<i>Statement of Difference</i> (TFS 6652) for October 2000 through April 2001, along with reconciliation of the general ledger amounts to report amounts. The supporting documentation for disbursements shown on the SF 224 reports should be available for our review upon request.	6/04/01	5/24/01	Nancy Eadie
7.	Access to the detail listing of the foreign currency receipts and disbursements for the entire fiscal year 2001 as of April 30, 2001.	6/04/01	Access	Sandi Walters
8.	Listing of Imprest funds and responsible party by ASC.	6/04/01	5/30/01	Sandi Walters
9.	Appropriation fund code listing <b><u>if items have changed from FY 2000.</u></b>	6/04/01	5/16/01	Danny O'Berry
	<b>Financial Management: Other</b>			
10.	April 2001 trial balance.	6/04/01	5/30/01	Chuck Kilgore
11.	Copies of OIG, GAO, or Other audit reports issued to NOAA as of April 30, 2001.	6/04/01	6/06/01	Barbara Martin

	<b>Documents to be provided</b>	<b>Date Requested</b>	<b>Date Received</b>	<b>Contact Person</b>
	<b>Grants Management</b>			
12.	A detail list of grant awards expired in FY 2001—including expiration date, start date (if possible), award number, grant recipient name, and federal dollar amount. This list should be in ascending order by expiration date, group award numbers by line office, and show total number and amount of awards.	6/04/01	5/17/01	Patricia Rauch
13.	List of active grants as of April 30, 2001.	6/04/01	5/17/01	Patricia Rauch
14.	A detail listing of grants awarded that are closed as of April 30, 2001.	6/04/01	5/21/01	Patricia Rauch
15.	A list of names that are authorized in signing CD-435's for grants.	6/04/01	6/06/01	Patricia Rauch
16.	A detail list of dates when FADS was down for the year.	6/04/01	6/01/01	Lillian Barnes
17.	A list of legal counsel attorneys who are authorized to provide legal clearance of NOAA awards.	6/04/01	5/12/01	Patricia Rauch
	<b>Human Resources: Payroll</b>			
18.	FIMA query of actual and estimated payroll expenses as of April 30, 2001.	6/04/01	6/04/01	Barbara Straight
19.	Labor costing detail (Time and Expense Summary Report) for all FY 2001 pay periods through April 30, 2001.  [Note: We request access to specific labor costing detail CD-Roms after we receive and review the other payroll-related PBC items.]	6/04/01	6/04/01	Barbara Straight
20.	NOAA Organization codes report at April 30, 2001.	6/04/01	5/12/01	Noreen Kesecker
21.	"Employees by Line Office Across SOName" Report as of April 30, 2001.	6/04/01	5/12/01	Noreen Kesecker
	<b>Property Management: Personal Property</b>			
22.	Detail listing from PMIS by category which supports the property, plant, and equipment balance at April 30, 2001. It should include beginning balances, current additions, current retirements, and ending balances. Also access to all documents (e.g., invoices, etc.) supporting the cost of property, plant, and equipment as of May, 2001; and access to detail accumulated depreciation schedules for all depreciable assets on hand as of April 30, 2001 that show beginning balances, current depreciation expenses, and ending balances.	6/04/01	6/04/01	Carolyn DeMatteo
23.	Detail listing of unreconciled / suspense property as of April 30, 2001.	6/04/01	6/04/01	Carolyn DeMatteo

	<b>Documents to be provided</b>	<b>Date Requested</b>	<b>Date Received</b>	<b>Contact Person</b>
24.	Detail listing of NOAA properties held by contractors.	6/04/01	6/04/01	Carolyn DeMatteo
25.	Detail listing of prior period adjustments.	6/04/01	6/04/01	Carolyn DeMatteo
	<b>Property Management: Real Property</b>			
26.	Detail listing from RSMIS by category which supports the property, plant, and equipment balance at April 30, 2001. It should include beginning balances, current additions, current retirements, and ending balances. Also access to all documents (e.g., invoices, capital leases , etc.) supporting the cost of property, plant, and equipment as of April 30, 2001; and access to detail accumulated depreciation schedules for all depreciable assets on hand as of April 30, 2001 that show beginning balances, current depreciation expenses, and ending balances.	6/04/01	6/04/01	Roy Eckert & Gina Ziegenbien
27.	Detail listing of prior period adjustments.	6/04/01	6/04/01	Roy Eckert & Gina Ziegenbien
	<b>Property Management: Real Property Leases</b>			
28.	Detail listing of Real Property capital leases.	6/04/01	6/04/01	Roy Eckert & Gina Ziegenbien
	<b>Procurement &amp; Financial Management: Expenses/Disbs.</b>			
29.	Access to the Weekly Activity Reports (WAR) through April 30.	6/04/01	<i>Access</i>	Maria Eisel
30.	Financial Document Distribution Listing (If different from the FY 2000 listing).	6/04/01	5/14/01	Sandi Walters
31.	Data file containing all disbursements made by NOAA via CD-Rom.	5/31/01	5/29/01	Ted Wolfgang
32.	Cumulative Active Document Status Report as of March 31, 2001.	6/04/01	<i>Access to CD-Rom</i>	Nancy Eadie

	<b>Documents to be provided</b>	<b>Date Requested</b>	<b>Date Received</b>	<b>Contact Person</b>
	<b>Resource Allocation: Budgetary Execution</b>			
33.	SF-133's for all appropriation codes and supporting documentation for the month of March 2001.	6/04/01	5/16/01	Danny O'Berry / various acctnts.
	<b>Accounts Receivable / Cash Receipts</b>			
34.	Data file and listing containing all cash collections through April 30, 2001 via CD-Rom.	5/31/01	5/29/01	Ted Wolfgang
35.	Access to reimbursable receivable files and related supporting documentation for FY 00 reimbursable receivable as of April 30, 2001.	6/04/01	Access	Mark St. Clair
	<b>Loan Receivable &amp; Foreclosed Property</b>			
36.	Detail listing of direct loans (from the subsidiary ledger) for the following loan programs: <ul style="list-style-type: none"> <li>Coastal Zone Management Fund (Fund P)</li> <li>Fishing Vessel Obligation Guarantee (FVOG) liquidating account (Fund N)</li> <li>Fisheries Financing Account (Fund E)</li> </ul>	6/18/01	6/25/01	Mark St. Clair
1.	Descriptive documentation for new loan programs in FY 2001, if applicable.	6/04/01	5/15/01	Danny O'Berry
	<b>Laws &amp; Regulations</b>			
2.	Notification of any changes in laws and regulations during FY 2001 that affected NOAA.	6/04/01	6/04/01	Lois Coleman

**NOTE:** If you have any questions related to this PBC listing, please contact Robin Valentine via electronic mail at [rvalentine@kpmg.com](mailto:rvalentine@kpmg.com).